



## Board of Commissioners

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Meeting Date: May 14, 2015

Subject: Resolution to use City email accounts

Staff Contact: Jim Atkinson, AICP

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### **STAFF RECOMMENDATION:**

Staff recommends approval of this Resolution.

### **BACKGROUND:**

Elected officials of the City of Lakeland each have a City email account with which to conduct City business, including correspondence with other elected officials, residents, staff, and the City Attorney. Use of email communications has implications under both the Tennessee Open Meetings Act and the Tennessee Public Records Act. This policy has been established in order to ensure that the management of elected officials' email communications complies with the statutory requirements of the Tennessee law.

### **DISCUSSION:**

All emails related to City business should be addressed to elected officials' City email accounts. Personal email accounts may be included in addition to City email accounts if requested, but no emails related to City business should be addressed solely to personal email accounts. All elected officials shall use their assigned City email accounts for all email communication related to City business and shall not use personal email accounts to conduct City business unless their corresponding City email address is included and copied on all communications.

#### **Permitted Email Communications**

Email deliberation between two or more elected officials concerning public business and/or pending legislation are declared to be a public meeting under the Tennessee Open Meetings Act and are prohibited.

The following email communications from or to an elected official or officials are permitted:

1. Communication or deliberation from or to a staff person, the City Attorney, residents or community members. 2. Communication between elected officials that does not include deliberation related to pending legislation or other public business. As used in this policy, "deliberation" means the discussion and/or exchange of viewpoints and opinions on a subject. It specifically does not include the distribution, but not discussion, of information.

In order to ensure that the emails of elected officials are properly managed, all emails sent to or from an elected officials' email account will be automatically archived. Archived emails will be managed according to the City's retention policy overseen by the City Recorder. Original emails in the elected officials' email accounts may be saved or deleted as the elected official finds most useful.